

FAIRFIELD TOWN

MUNICIPAL OPERATIONS, PROJECT ACCOMPLISHMENTS, AND COMPENSATION COMPARISON SUMMARY

Fairfield Town currently operates with a streamlined staffing structure in which multiple operational, administrative, infrastructure, planning, regulatory, and public service responsibilities are consolidated into a limited number of positions.

Many municipalities distribute these responsibilities among multiple departments, consultants, and employees, resulting in significantly higher operational costs.

MAJOR PROJECTS AND ACCOMPLISHMENTS

Since the current administration took office, Fairfield has completed or initiated numerous municipal projects and operational improvements, including:

- Adoption of 48 ordinances
- Adoption of 46 resolutions
- Completion and adoption of a General Plan
- Completion of a Water Master Plan
- Completion of a Sewer Master Plan
- Adoption of Inland Port Authority project areas
- Updated Wildfire Protection Plan
- Coordination of updated internet infrastructure with Silver Lake Communications
- Expansion of Comcast availability to Fairfield residents
- Coordination of utility infrastructure associated with Enbridge coming to Fairfield
- Coordination and installation of additional waterlines and infrastructure improvements
- Ongoing Town park construction and improvements
- Property acquisition and relocation of Town offices
- Correction and recording of infrastructure and property-related deed issues
- Fairfield park is being built

MUNICIPAL STAFFING RESPONSIBILITIES

Current Fairfield administrative staff responsibilities include functions commonly performed by separate municipal positions such as:

- City Administrator
- Recorder/Clerk
- Treasurer
- Building Official
- Planning and Zoning Administration

- Grant Administration
- Utility Administration
- Project Coordination
- Contract Administration
- Public Relations
- Website and IT Administration
- Code Enforcement Support
- Infrastructure Coordination
- Public Meeting Administration

UTAH MUNICIPAL COMPENSATION COMPARISONS

Based on publicly available Utah municipal salary schedules and compensation data, typical compensation ranges for comparable municipal positions often include:

Position	Typical Compensation Range
Recorder / Clerk	\$55,000–\$85,000+
Treasurer / Finance Officer	\$60,000–\$90,000+
Combined Clerk / Treasurer	\$90,000+
City Administrator / Manager	\$80,000–\$150,000+
Building Official / Permit Administration	\$50,000–\$100,000+
Planning / Zoning Administration	\$60,000–\$100,000+
Grant Administration	\$50,000–\$85,000+
Utility Administration	\$45,000–\$70,000+
Mayor (Part-Time)	\$25,000–\$75,000+ when actively involved in operations

COST OF LIVING AND RETENTION CONSIDERATIONS

Like many Utah municipalities, Fairfield continues to experience increasing operational demands associated with:

- Inflation
- Rising housing and transportation costs
- Infrastructure expansion
- Increased development activity
- Competitive labor markets

Many municipalities annually budget:

- Cost of Living Adjustments (COLA)
- Merit-based increases
- Compensation adjustments for expanded responsibilities and workload

Maintaining experienced personnel and institutional knowledge within Fairfield's limited staffing structure provides operational continuity and may reduce future costs associated with recruitment, consultants, training, and additional staffing needs.

TOWN RECORDER / CLERK

POSITION DESCRIPTION

Position Title- Town Recorder / Clerk

Department -Administration

Reports To -Town Administrator and Mayor

GENERAL PURPOSE

Performs professional clerical, administrative, records management, financial, and public support duties necessary for the efficient operation of Fairfield Town. Assists with public meeting administration, records management, notices, utility billing, licensing administration, customer service, and day-to-day municipal office operations while supporting the Mayor, Town Administrator, Town Council, Planning Commission, and the public.

This position is intended to provide comprehensive municipal clerical and administrative support within a small municipal office environment requiring flexibility across multiple operational areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Public Meeting and Records Administration

- Assists with preparation of agendas, meeting packets, notices, supporting documents, and administrative materials for Town meetings.
- Ensures public notices, postings, and meeting procedures are completed in compliance with applicable Utah state requirements and Town policies.
- Coordinates mailing of required notices, public documents, and related correspondence.
- Ensures meeting packets, agendas, notices, and supporting documents are properly filed, organized, uploaded, and maintained on required websites and public platforms.
- Prepares, maintains, and organizes official municipal records, files, and administrative documents.
- Assists with preparation and maintenance of meeting minutes and official records.
- Attends recorder trainings, meetings, and related educational programs as assigned.

Office Administration and Public Relations

- Answers phones, responds to public inquiries, and assists residents, contractors, developers, businesses, and the public with municipal information and customer service needs.

- Assists with public relations, communication, and coordination with the public and outside agencies.
- Performs general office support duties including printing, copying, filing, correspondence, and document preparation.
- Assists with day-to-day office operations and administrative coordination necessary for efficient Town operations.
- Ensures records, documents, and municipal files are maintained accurately and appropriately.
- Coordinates and performs janitorial, office maintenance, and general facility upkeep duties as necessary to support daily municipal operations.
- Assists with troubleshooting of Town technology systems, websites, office equipment, software platforms, communication systems, and general IT-related support services.

Financial and Utility Administration

- Coordinates monthly utility billing, including water billing, payment collection, account tracking, and customer service.
- Accepts payments and assists with financial recordkeeping, deposits, and related clerical financial duties.
- Assists with purchasing, invoices, receipts, and administrative financial documentation in accordance with Town policies and procedures.

Licensing, Permitting, and Regulatory Support

- Reviews business license applications and assists with administration of business licensing processes.
- Serves as the Town's business licensing official as assigned by the Town.
- Assists with review and processing of building permit applications and related administrative documentation.
- Provides clerical and administrative support related to code enforcement, compliance coordination, and operational follow-up.
- Assists with emergency management coordination and operational communication as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office administration, records management, public meeting procedures, and municipal administrative practices.
- Knowledge of utility billing, licensing administration, and clerical financial procedures.
- Ability to organize, maintain, and process administrative and financial records accurately.
- Ability to communicate professionally and effectively with elected officials, staff, residents, contractors, businesses, governmental agencies, and the public.
- Strong organizational, customer service, communication, and problem-solving skills.
- Ability to manage multiple assignments and deadlines simultaneously.

- Ability to work independently and maintain confidentiality when required.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- Experience in office administration, customer service, bookkeeping, records management, municipal administration, or related fields preferred.
- Equivalent combinations of education, training, and experience demonstrating the ability to perform the duties of the position may be considered.

WORK ENVIRONMENT

Work involves office administration, customer service, records management, public interaction, utility administration, and support of municipal operations. Duties may occasionally require attendance at meetings, training, and coordination with governmental agencies, contractors, and the public.

COMPENSATION

Compensation for this position shall be established by the Town Council through the annual budget process, employment agreement, or compensation resolution.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be modified as necessary to meet the operational needs of the Town.

OFFICE MANAGER / TREASURER / ADMINISTRATIVE COORDINATOR

POSITION DESCRIPTION

Position Title-Office Manager / Treasurer / Administrative Coordinator

Department-Administration

Reports To-Town Administrator and Mayor

GENERAL PURPOSE

Performs professional administrative, financial, operational, and coordination duties necessary for the daily operation of Fairfield Town. Provides administrative support to the Mayor, Town Administrator, Town Council, Planning Commission, Cemetery Board, consultants, contractors, residents, and the public while assisting with municipal operations, financial administration, utility coordination, regulatory administration, grant coordination, and project support.

This position is intended to provide comprehensive office administration and operational support for a small municipality requiring flexibility across multiple areas of municipal operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Office Administration and Coordination

- Oversees daily office operations and administrative functions.
- Provides administrative support to the Mayor, Town Administrator, Town Council, Planning Commission, and Cemetery Board.
- Assists with preparation and coordination of reports, correspondence, applications, forms, permits, policies, procedures, ordinances, and municipal documents.
- Responds to public inquiries, complaints, and requests for information.
- Coordinates records management, document organization, filing systems, and public records requests.
- Performs notarial services for Town-related documents and administrative needs.
- Assists with research, project coordination, operational tracking, and implementation of Town priorities and administrative directives.
- Assists appointed boards and commissions with development of policies, procedures, ordinances, and operational documents.
- Performs a wide variety of administrative and operational duties as necessary to support efficient Town operations.

Financial Administration and Treasurer Duties

- Assists with municipal financial administration, bookkeeping, accounts payable, accounts receivable, utility billing, and financial tracking.
- Coordinates audit preparation, financial reporting, budget support, and related accounting documentation.
- Assists with purchasing documentation, invoices, payment processing, and financial recordkeeping.
- Maintains financial and administrative records in accordance with Town policies and applicable requirements.

Grants and Intergovernmental Coordination

- Assists with identifying, researching, preparing, and coordinating grant opportunities and grant applications.
- Coordinates with outside agencies, governmental entities, consultants, and regional organizations regarding funding opportunities, grants, and municipal assistance programs.
- Assists with grant administration, reporting, documentation, and compliance requirements related to awarded funding opportunities.

Utility and Infrastructure Coordination

- Coordinates utility-related administrative functions, including water transfers, utility records, maintenance coordination, and service tracking.
- Assists with Blue Stakes coordination, utility locating requests, and infrastructure-related communication.
- Coordinates dumpster services, maintenance utilities, and operational service needs.
- Assists with tracking and coordination of municipal infrastructure and utility projects.

Website, Applications, and Regulatory Support

- Maintains and updates the Town website and related public information platforms.
- Assists with development and administration of municipal applications, forms, permits, and administrative processes.
- Assists with code research, ordinance development, policy updates, and administrative implementation of Town regulations.
- Conducts research related to municipal operations, regulations, development issues, infrastructure, and public administration needs.
- Assists with coordination of regulatory documents, development applications, and operational compliance matters.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office administration, municipal operations, bookkeeping, and public administration practices.
- Knowledge of records management, utility coordination, grant administration, and administrative procedures.
- Ability to organize and manage multiple projects, deadlines, and operational responsibilities simultaneously.
- Ability to prepare and maintain accurate financial, operational, and administrative records.
- Strong organizational, communication, customer service, and problem-solving skills.
- Ability to communicate professionally and effectively with elected officials, staff, residents, contractors, consultants, governmental agencies, and the public.
- Ability to work independently and adapt to a wide range of administrative and operational assignments.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- Experience in office administration, bookkeeping, municipal operations, customer service, project coordination, grant administration, or related fields preferred.
- Equivalent combinations of education, training, and experience demonstrating the ability to perform the duties of the position may be considered.

WORK ENVIRONMENT

Work involves office administration, customer service, public interaction, project coordination, financial administration, utility coordination, grant administration, and support of municipal operations. Duties may occasionally require attendance at meetings, coordination with contractors and governmental agencies, and response to operational needs as necessary.

COMPENSATION

Compensation for this position shall be established by the Town Council through the annual budget process, employment agreement, or compensation resolution.

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TOWN ADMINISTRATOR / ADMINISTRATIVE SERVICES DIRECTOR

POSITION DESCRIPTION

Position Title-Town Administrator / Administrative Services Director

Department-Administration

Reports To Mayor and Town Council

GENERAL PURPOSE

Performs professional administrative, operational, regulatory, and project management duties necessary for the efficient operation of Fairfield Town. Coordinates municipal operations, development activities, infrastructure projects, public meetings, intergovernmental relations, regulatory compliance, and administrative functions under the direction of the Mayor and Town Council.

This position is intended to provide comprehensive municipal administration for a small municipality requiring a combination of executive management, operational oversight, development coordination, infrastructure coordination, and public service responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Municipal Administration

- Oversees and coordinates daily municipal operations and administrative functions.
- Assists with implementation of Town Council policies, priorities, and directives.
- Prepares agendas, meeting packets, resolutions, ordinances, contracts, reports, and supporting documents for Town Council and Planning Commission meetings.
- Assists with drafting, revising, coordinating, implementing, and administering Town ordinances, policies, procedures, and regulatory standards consistent with Town objectives and applicable law.
- Ensures meeting materials and administrative documents are complete, organized, and prepared for review and approval.
- Coordinates follow-up actions related to Town Council and Planning Commission direction.
- Responds to public inquiries, concerns, complaints, and requests for information.
- Assists with budget coordination, project tracking, records management, and grant-related administration.

Planning, Development and Regulatory Coordination

- Coordinates land use, zoning, subdivision, permitting, and development review processes.
- Reviews proposed projects, site plans, and development applications to help ensure consistency with the Town's General Plan, ordinances, infrastructure capabilities, and long-term planning objectives.
- Identifies potential infrastructure, compatibility, operational, safety, and regulatory concerns during project review to minimize future issues and conflicts.
- Provides administrative and procedural support to the Planning and Zoning Commission.
- Coordinates with engineers, planners, contractors, developers, consultants, utility providers, and regulatory agencies regarding development and infrastructure matters.
- Assists with building permit coordination, code compliance, and development-related administrative oversight.
- Coordinates with contracted inspectors, engineers, fire officials, and the Utah County Sheriff's Office regarding enforcement, safety, and compliance matters.

Infrastructure and Project Coordination

- Assists with oversight and coordination of municipal infrastructure and utility projects.
- Coordinates with contractors, engineers, consultants, utility providers, and governmental agencies regarding project implementation and operational needs.
- Assists with capital improvement planning and infrastructure coordination.
- Coordinates acquisition and processing of easements, rights-of-way, access agreements, and related property interests necessary for Town operations and infrastructure projects.

Contracts and Intergovernmental Coordination

- Assists with negotiation and administration of purchasing agreements, service contracts, franchise agreements, infrastructure agreements, and related municipal contracts, subject to Town Council approval.
- Monitors legislative, development, infrastructure, and regulatory activities occurring in surrounding municipalities and jurisdictions that may impact the Town's operations, planning, infrastructure, or finances.
- Attends legislative, policy-making, MPO (Metropolitan Planning Organization), interlocal, regional planning, governmental, and agency coordination meetings on behalf of the Town.
- Coordinates and communicates with state agencies, regional organizations, utility providers, municipalities, consultants, engineers, attorneys, contractors, and governmental entities regarding matters affecting the Town.
- Serves as a liaison between the Town, governmental agencies, contractors, consultants, developers, engineers, attorneys, and the public.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of municipal government operations, administration, and public meeting procedures.
- Knowledge of zoning, land use, permitting, infrastructure coordination, contract administration, and municipal planning principles.
- Ability to interpret and apply ordinances, policies, contracts, development agreements, and technical documents.
- Ability to coordinate multiple projects and operational responsibilities simultaneously.
- Strong organizational, negotiation, communication, and problem-solving skills.
- Ability to communicate clearly, professionally, and directly with elected officials, staff, consultants, contractors, developers, governmental agencies, and the public.
- Ability to proactively identify and address municipal operational and development-related concerns.
- Ability to work independently with limited supervision.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- Experience in municipal administration, project coordination, construction, land use, infrastructure, public works, development review, or related fields preferred.
- Equivalent combinations of education, training, and experience demonstrating the ability to perform the duties of the position may be considered.

WORK ENVIRONMENT

Work involves office administration, field coordination, public meetings, project management, regulatory coordination, and interaction with the public, contractors, consultants, and governmental agencies. Duties may require attendance at evening meetings and response to operational or project-related issues as needed.

COMPENSATION

Compensation for this position shall be established by the Town Council through the annual budget process, employment agreement, or compensation resolution.

Compensation for this administrative position shall be separate from compensation received for elected service as Mayor.

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